



GENDER AND SOCIAL INCLUSION DIRECTOR

The United States of America (USA), acting through the Millennium Challenge Corporation (“MCC”) and the Republic of Malawi (“Government”) signed a five-year Compact. Under the Compact, MCC provided funding of up to **US\$350.7** million to Government to implement a program to reduce poverty through economic growth in Malawi. The Compact, which entered into force on **September 20, 2013** is being implemented to improve efficiency of the energy sector, focuses on revitalizing the power sector in Malawi. The Government designated the Millennium Challenge Account - Malawi (MCA-Malawi) to implement the Compact on its behalf.

MCA-Malawi is currently seeking a Gender and Social Inclusion (GSI) Director to effectively lead and manage GSI functions of MCA-Malawi throughout the implementation of the Compact program, which ends on January 18, 2019. This key position is open to all applicants who meet the required qualifications.

FUNCTIONS AND RESPONSIBILITIES:

1. OVERALL SOCIAL AND GENDER MANAGEMENT

- Implement, monitor and report on progress of the MCA – Malawi Gender and Social Inclusion Plan (GSIP)
- Contribute to Program Closure Plan and Report at the end of the implementation phase
- Manage Gender and Social Inclusion Directorate Consultants assigned to Infrastructure Development Project (IDP) and Environment and Natural Resources Management (ENRM) Project, planning and monitoring their work activities and coordinating with MCC’s Gender and Social Inclusion team
- Manage budget for Gender and Social Inclusion activities through Quarterly Disbursement Requests
- Coordinate with MCC Gender and Social Inclusion team, participating in weekly conference calls and reporting on key issues and progress

2. ESCOM and ELECTRICITY GENERATION COMPANY (EGENCO)

- Procurement and management of a consultant to develop and deliver training and technical support on Gender and social inclusion and gender equality at ESCOM and EGENCO

- Collaborate with MCA-Malawi Monitoring and Evaluation (M&E) Directorate to ensure the availability of data collection tools for monitoring staff trainings related to the GSI and Anti Sexual Harassment Policy.

3. ESCOM

- Procurement of services for printing the ESCOM and GSI & Anti-Sexual Harassment Policy
- Collaborate with the MCC GSI team to include lifeline tariff as part of the feedback to the Cost of Service Study (COSS) reports.
- Support inclusion of strong GSI strategies in the next Integrated Strategic Plan (ISP) (2018 – 2022).
- Strengthen collaboration between Power Sector Reform Project (PSRP) and the GSI directorate in order to identify planned processes where GSI can be incorporated within ESCOM as a sustainability measure.
- Support ESCOM's efforts to attract female engineering and secondary school students to ESCOM.
- Lobby for the pegging of the position of Gender and Social Inclusion Manager at senior management level

4. EGENCO

- Procure and manage a discrete consultant to conduct a light gender audit for EGENCO and conduct actions to support GSI in the institution
- Review the GSI & Anti-Sexual Harassment Policy.
- Support the establishment of the GSI manager position at senior level in EGENCO and provide support with other tasks.
- Capture strong GSI strategies in the new ISP.
- Strengthen collaboration between PSRP and the Gender and Social Inclusion directorates in order to identify planned processes where GSI can be incorporated within EGENCO as a sustainability measure.
- Offer female mechanical and civil engineering students including in the Nkula A rehabilitations works
- Routinely report on GSI institutionalization efforts within EGENCO

5. MALAWI ENERGY REGULATORY AUTHORITY (MERA) and DEPARTMENT OF ENERGY (DoE)

- Close engagement between the PSRP and Gender and Social Inclusion Directorates in order to understand training processes and other interventions that both the Consulting Engineer (CE) and PRSP have planned for MERA and DoE.

- Lobby and advocate for the adoption by MERA of GSI related recommendations of the MERA Benchmarking/Capacity Building Key Performance Indicators Report (YEAR)

6. ENRM / SOCIAL AND GENDER ENHANCEMENT FUND GRANTS (SGEF)

- Conduct interactive quarterly review meetings with grantees and include a component of strengthening capacity in gender programming. (Note: Low performing grantees will have a more intense oversight process)
- Procure and manage a consultancy on the Village Savings Loans (VSL) component of the program, to assess how different NGOs applied the VSLs approach, the results and the lessons learned. Based on this information, develop a tool that recommends a suitable approach to implementing VSLs in the context of ENRM.
- Support Foundation for Irrigation and Sustainable Development (FISD) in the processes of formalizing the Water Users Association (WUA) through its constitution and by - laws.
- Systematically capture data on indicators, lessons learned and best practices so that the SGEF_ENRM sustainability plan is strengthened, with a focus on:

REFLECT Circle data

Leadership trainings

Business skills, marketing and other trainings.

- Conduct field visits and orientation of key ministry officials to selected project grants.
- Participate in REFLECT circle graduation ceremony representing MCA-Malawi

7. TRUST FUND

- Plan and conduct a brief training for the Trust Fund managers and trustees on gender integration in ENRM and present best practices and challenges.
- Active participation of the MCA-Malawi GSI Director in the Trust meetings to support sustainability measures for the SGEF initiatives.

8. PROJECT OVERSIGHT

- Conduct bi-monthly review meetings with GSI Managers for Contractors' and the CE.
- Develop and coordinate monthly work plans for site monitoring.
- Review and provide feedback to CE's monthly report.
- Regularly monitor and report on the state of different Trafficking in Persons (TIP) issues/risks affecting foreign vs local workers in CE's and MCA Malawi's monitoring reports.
- Collaborate with Ministry of Labour in monitoring labour issues at worksites, including orienting/refreshing supervisors and managers on labour rights.

9. COMMUNICATIONS AND PUBLIC OUTREACH

- Plan and conduct a one day event to share lessons learned in GSI and IDP and have public commitment from Ministry of Transport to adopt certain measures. The event will be co-hosted by the MCA-Malawi, Ministry of Transport, and Ministry of Gender
- Procure and manage a consultancy to produce videos and materials based on success stories, case studies, as well as lessons learned from the IDP, PSRP and ENRM
- Consistently include the Gender and Social Inclusion Directorate in the development of Compact messages for DoE, MERA and MCA Malawi.
- Support the development of an IDP video and print documentary spearheaded by Ministry of Transport/National Construction Industry Council to sustain GSI in infrastructure development.

10. RISK MITIGATION

- Collect and review all anti-TIP and HIV/AIDS prevention posters (and other IEC materials) produced by and/or various contractors and reprint high quality materials for distribution to all other contractors and other players.
- Circulate to all contractors MCC's guidance to MCA – Malawi on sexual harassment.
- Produce a matrix/template to support the collection of sex disaggregated data for all SGI sub-plans.

11. RESETTLEMENT ACTION PLAN (RAP) SUPPORT

- Strengthen the functionality of Village Grievance Redress Mechanism Committees (VGRMCs) and their intersection with District Grievance Redress Mechanism Committees (DGRMCs)
- Orient key staff within SMEC (a Resettlement Action Plan Consultant - RAP) on the revised GSIP
- Regularly conduct SMEC/MCA Malawi GSI joint monitoring of resettlement activities and support cases of women project affected persons (PAPs) or other vulnerable groups.

12. WOMEN'S ECONOMIC EMPOWERMENT

- Review and modify the women economic empowerment (WEE) strategy under the Compact following lessons learnt so far.

13. HUMAN RESOURCES

- Collaborate with Management Information System (MIS) section to develop a better solution for integrating HR management into the MIS.
- Develop and apply a tool to monitor the enforcement of the anti-sexual harassment policy.

- Collaborate with MIS to ensure the regular posting of sex disaggregated data of all cadres of staff of the internet.

14. MANAGEMENT INFORMATION SYSTEMS (MIS)

- Posting of comprehensive GSI information on the MCA - Malawi website
- Publishing of all institutional policies, strategies, conditions of service and other strategic documents in the public domain.
- Regularly post on the MCA – Malawi website all GSI materials that have been given to MIS

15. COLLABORATION WITH THE OFFICE OF THE LEGAL DIRECTOR

- Collaborate with the office of Legal Directorate to identify priority GSI issues that the Legal Directorate should regularly stress during Compact closure processes
- In liaison with the Office of the Legal Director, engage staff to promote the dissemination of TIP law within the context of outreach activities that are happening in Compact areas.

REQUIRED QUALIFICATIONS:

- An advanced degree in Anthropology, Sociology, Women’s Studies, Public Policy, Community development or a related social science field / discipline
- At least 10years of experience in Gender and Social Inclusion related issues in an international development context, with demonstrated experience in applying gender and social analysis and gender inclusion in the design and/or implementation of development projects
- Demonstrated experience putting participatory development or broad - based consultative approaches into practice and prior experience working closely with civil society, NGOs, government, private sector, CBOs and other relevant stakeholders throughout project implementation.
- Extensive familiarity with the policies, laws and regulations in Malawi which are relevant to social aspects of energy use and treatment, public health and safety, environmental and social assessments, public consultation, land acquisition and resettlement, and/or gender issues
- Demonstrated ability to work with limited supervision and to independently assess problems, define and pursue solutions, and make effective decisions.
- Excellent written and verbal communication skills in English.

HOW TO APPLY:

MCA-Malawi will offer a competitive salary and benefits package which reflects the nature of this key staff assignment for approximately 12 months duration. Submissions will be accepted through 12:00AM Malawi time on **29th January, 2018**; early applications are encouraged. Interviews will be conducted on a rolling basis. Candidates not physically present in Lilongwe may be interviewed by skype or telephone.

Submissions should include the following as four separate documents. All are required.

1. A short cover letter highlighting your background and experience as they relate to the required qualifications;
2. A resume;
3. Two professional references, with at least one being a former supervisor. Please include their complete and current contact information, including name, current title, and relationship with you, and also telephone number and email address;
4. Your compensation history for the past three years (by year), your compensation expectations, and your suggestion of earliest availability date. Applicants not present in Lilongwe should provide skype and mobile contact information. For selected candidates compensation verification will be conducted.

METHOD OF SUBMISSION:

You can submit these documents using one of the following methods:

- By Hand, or
- Via email:

TO: lameck.mithi@mca-m.gov.mw

CC: dye.mawindo@mca-m.gov.mw, glennma@mcc.gov

Please include the following subject line in your submission: MCA-Malawi GSID_Last Name, First Name